

Department of Finance and Administration Leave Record

Calendar Year 2006

Name: _____ Office: _____ Leave Accrual Date: _____

Personnel No: _____ Cost Center: _____

Date of Birth: _____ Agency No: _____ Next Increase Date: _____

ANNUAL LEAVE

Mo	Balance on 1st	Hours Charged	Ending Balance	Hours Earned
J				
F				
M				
A				
M				
J				
J				
A				
S				
O				
N				
D				
J				

SICK LEAVE

Balance on 1st	Hours Charged	Ending Balance	Hours Earned
			8
			8
			8
			8
			8
			8
			8
			8
			8
			8
			8
			8
			8

HOLIDAY LEAVE

Holiday Worked	Hours Worked	Holiday Hours Taken
Employee's Birthday		
New Years Day		
King/Lee Birthday		
Washington's Birthday		
Memorial Day		
July 4th		
Labor Day		
Veteran's Day		
Thanksgiving		
Thanksgiving *		
Christmas Eve		
Christmas Day		

* By Proclamation of the Governor

S = Sick
A = Annual
H = Holiday

- = Worked
M = Military
C = Comp Time

AL = Authorized LWOP
UL = Unauthorized LWOP
J = Jury or Witness Duty

B = Birthday
CL = Catastrophic Leave
FML = Family and Medical Leave

 = Weekend

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MO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
J		H														H															
F																															
M																															
A																															
M																															
J																															
J																															
A																															
S																															
O																															
N																															
D																															